



# HEATLEY SECONDARY COLLEGE

## TCTC ENROLMENT PROCESS 2024

		Done
1	Pick up an enrolment pack from the Administration Office at the corner of Fulham Road and Hanlon Street in Heatley	<input type="checkbox"/>
2	Read the Enrolment and TCTC Handbook enclosed in your enrolment pack	<input type="checkbox"/>
3	Complete the following forms <b>prior</b> to the Enrolment Interview <ul style="list-style-type: none"> <li>• Application for Enrolment</li> <li>• Enrolment Agreement</li> <li>• ICT Responsible Use</li> <li>• Guidance Officer Consent Form</li> <li>• State School Consent Form</li> <li>• USI Number Form</li> <li>• Criminal History Check Consent Form - if you are over the age of 18. You will also have to pay \$27.50 for processing (after the interview)</li> </ul>	<input type="checkbox"/>
4	Ring 07 4726 8333 to book an enrolment appointment to meet with the Head of Department for the Townsville Creative Technologies Centre	<input type="checkbox"/>
5	<b>Attend Interview – and Bring ID</b> <ul style="list-style-type: none"> <li>• Must bring completed paperwork to the interview</li> <li>• You must bring proof of identity documentation to your interview. This may be a birth certificate, drivers licence, passport, etc. If you are currently on a Visa, then you will need to bring a copy of this as well</li> <li>• Pay for the Criminal History Check \$27.50</li> </ul>	<input type="checkbox"/>
6	On advice of positive notice of Criminal History Check (if required) arrange for payment of fees	<input type="checkbox"/>
7	Collect ID Card from the Administration Office before attending class	<input type="checkbox"/>